



INDIVIDUAL PROJECT ORDER NUMBER 50

Describing a Scope of Services between Kimley-Horn and Associates, Inc. (Kimley-Horn), and Board of Sumter County Commissioners (the County) in accordance with the terms of the Master Agreement for Continuing Professional Services dated September 22, 2020, last amended October 2022, which is incorporated herein by reference.

Identification of Project:

Project: Safe Streets and Roads for All Grant Program Application Support Services

Client: Board of Sumter County Commissioners

Project Manager: Amber L. Gartner, PE

Project Understanding:

The County has requested Kimley-Horn to provide grant application support for the United States Department of Transportation's (USDOT) 2023 Safe Streets and Roads for All (SS4A) Grant Program. The grant application will be for developing a Comprehensive Safety Action Plan (CSAP).

Specific Scope of Basic Services:

Task 1 - Grant Application Preparation

Kimley-Horn will assist the County in preparing a grant application for submission to the USDOT via grants.gov and will perform the following services:

- A. Prepare the Key Information Table, outlining basic information about the County and historical crash data within the County's roadway network, as well as a preliminary, high-level review of equity data.
- B. Prepare a Narrative outlining the suitability of the County's request as it relates to the selection criteria outlined in the Notice of Funding Opportunity.
- C. Prepare a draft scope of work to include in the application proposal as part of the narrative.
- D. Prepare a map that shows the location of the jurisdiction and highlights the roadway network under the applicant's jurisdiction. The map will be prepared as a PDF.
- E. Prepare a brief budget summary and a high-level overview of estimated activity costs for the preparation of a CSAP for the County.
- F. Prepare the Standard Forms (SFs) required for the grant application:
 - 1) Application for Federal Assistance (SF-424)
 - 2) Budget Information for Non-Construction Programs (SF-424A)
 - 3) Assurances for Non-Construction Programs (SF-424B)
 - 4) Disclosure of Lobbying Activities (SF-LLL)
 - 5) Other forms included in the application, as applicable.

Kimley-Horn will rely on information and items provided by the County for the grant application submittal. The County will provide letters of support for the grant application.

The County will authorize Kimley-Horn to act on behalf of the County to obtain project-related information from the Florida Department of Transportation and Lake-Sumter Metropolitan Planning Organization and/or other parties as requested by the County.

The County will be responsible for submitting all materials through the grants.gov application portal. Kimley-Horn will provide items for upload as outlined in the scope of services.

Schedule:

The scope of services will be completed within a mutually agreeable schedule.

Additional Services if Required:

Services requested that are not specifically included in this Scope of Services will be provided under a new and separate task order or can be performed on an hourly basis upon written authorization.

Method of Compensation:

Services under this IPO will be provided on a lump sum basis in accordance with the attached TABLE A. The total cost to complete this project is \$9,728.00.

Services provided under this IPO will be invoiced monthly. All invoices will include a description of services provided.

Attachments: TABLE A

ACCEPTED:

BOARD OF SUMTER COUNTY COMMISSIONERS

KIMLEY-HORN AND ASSOCIATES, INC.

BY: 

BY: 
Amber L. Gartner, PE

TITLE: County Administrator

TITLE: Vice President

DATE: 4/3/23

DATE: March 20, 2023



TABLE A
FEE ESTIMATE FOR PROFESSIONAL SERVICES

PROJECT: IPO 50 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM APPLICATION SUPPORT SERVICES											FILE NO.	
CLIENT: BOARD OF SUMTER COUNTY COMMISSIONERS											DATE: MARCH 15, 2023	
KHA PM: AMBER L GARTNER, P.E.												
BASIS FOR ESTIMATE: 2022 APPROVED RATES PER RFQ 030-0-2020/RS												

TASK NO.	DESCRIPTION	DIRECT LABOR (MAN-HOURS)											
		Principal Engineer	Sr. Engineer Project Manager	Project Engineer	Engineering Intern	Senior Designer	CAD Draftsperson	Senior Planner	Planner	Support Staff	LABOR HOURS	SUB (\$)	LABOR TOTAL
		\$252	\$218	\$151	\$118	\$146	\$95	\$179	\$106	\$78	--	--	--
1.0	Grant Application Preparation		6	10	20			10	15	15	76		\$ 9,728
TOTALS		0	6	10	20	0	0	10	15	15	76	\$ -	\$ 9,728.00

